Standard Operating Procedure Interim Change Notice

Section I: Description of Change (Requester completes)		1. Document Catalog No.: **ER2002-0268**
2. SOP No.: ER-SOP-01.04, R4	3. Revision/Interim Change No.: ICN1 (Current)	4. SOP Title: Sample Control and Field Documentation

5. Description of Change: (Attach marked-up pages if necessary)

Interim revision of ER-SOP-01.04, R4, that replaces revision 4 in its entirety until revision 5 goes through a formal peer review.

6. Attachments Modified, Added, or Removed: ☒ Yes ☐ No

See attached.

7. Justification for ICN:

Demonstrates process improvement/reengineering.

8. Requester: Felicia Aguilar [Signature on File in RPF.]
(Print name, then sign) (Date)

Section II: Evaluation and Approval (QPPL and the Focus Area Leader completes)

9. Evaluation Remarks: (If none enter N/A)

NA

10. Focus Area Leader: Catherine Smith [Signature on File in RPF.]
(Print name, then sign) (Date)

11. Technical Reviewer: Catherine Smith [Signature on File in RPF.]
(Print name, then sign) (Date)

11. QPPL: Larry Maassen [Signature on File in RPF.]
(Print name, then sign) (Date)

Identifier:	Revision:	Effective Date:
ER-SOP-01.04	**4, ICN1**	**4/19/02**

ER Document Catalog Number: **ER2002-0268**

Author: Felicia M. Aguilar

environmental restoration project

A Department of Energy Environmental Cleanup Program

Environmental Restoration Project
Standard Operating Procedure

for:

Sample Control and Field Documentation

Los Alamos
NATIONAL LABORATORY
Los Alamos, New Mexico 87545

Revision Log

Revision No.	***Effective Date***	***Prepared By***	***Description of Changes***	***Affected Pages***
Revision 4	08/30/01	Felicia M. Aguilar	Revise to document process as it is currently implemented.	All
ICN	4/19/02	Felicia M. Aguilar	Interim Change Notice to update process for requesting field sampling paperwork and attach new examples of paperwork.	All

Sample Control and Field documentation

Table of Contents

Sample Control and Field Documentation

1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the process for documenting the traceability of samples collected for the ER Project using sample control and field documentation, specifically, container labels, Sample Collection Logs, Chain of Custody/Request for Analysis (COC) forms, and Daily Activity Log forms or field notebooks.

2.0 SCOPE

This SOP is a mandatory document and all ER Project participants shall implement this SOP when documenting the traceability of samples collected for the ER Project. ER Project participants shall use this SOP in conjunction with DI-4.11, Completing the SMO Analytical Order and Field Paperwork Request.

Note: Subcontractors performing work under the ER Project's Quality Program shall follow this SOP for documenting the traceability of samples collected for the ER Project.

3.0 TRAINING

3.1 All personnel (the University Technical Representative [UTR], Field Team Leader [FTL], Sample Management Office [SMO] staff, A3 staff, and field team members) preparing or requesting paperwork for collecting Environmental Restoration Project samples must be familiar with the objectives of sample control and field documentation. They must document that they read and understood this procedure in accordance with QP-2.2.

3.2 All users of this SOP shall train to DI-4.11 by reading the Desk Instruction and attending an A3 training session;

3.3 All personnel shall document training by signing a training-class attendance sheet and within the ER Training Database (http://erinternal.lanl.gov/training).

3.4 The SMO and A3 staffs require classroom and on-the-job training for use of the software that generates field paperwork.

3.5 The FTL or designee shall monitor the proper implementation of this procedure and shall ensure that relevant team members complete all applicable training assignments in accordance with QP-2.2. The training is documented as part of QP-5.3, Readiness Planning and Reviews.

4.0 DEFINITIONS

A glossary of definitions is located on the ER Project internal homepage at *http://erinternal.lanl.gov*.

4.1 *Chain of custody* — The procedural steps to assure traceability of a sample from initial collection to final disposition. A sample is in one's custody when one or more of the criteria listed below are satisfied:

- The sample is in one or more of the field team members' physical possession
- The sample is in one's view after being in one's physical possession.
- The sample is in a locked or secured area (accessible only to authorized personnel) and maintained in a manner that would make any tampering evident.

Documentation of these criteria provides evidence that the chain of custody was maintained. The Field Chain of Custody form documents the traceability of the sample and the sample location.

4.2 *Technical team members* — The individuals working on the project.

4.3 *Field team members* — Those authorized individuals present at a sampling site during sample collection. Their presence at the site must be documented. This is done with site access lists or sign-in sheets that are kept outside the exclusion zone. The documentation is required per HAZWOPER. In the case of an emergency the field team leader must know who is on site.

4.4 *SMO application* — The software used to generate field paperwork and electronic files.

5.0 BACKGROUND AND PRECAUTIONS

All work performed for the ER Project must be thoroughly and accurately documented. Sample control and field documentation are necessary to document the work performed in the field, to ensure traceability and defensibility of resulting data, and to be legally defensible. Lack of complete documentation may render the fieldwork invalid.

6.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure.

6.1 A3 Staff

6.2 ER Project Personnel, as appropriate

6.3 Field Team Leader (FTL) or designee

6.4 Requester

6.5 SMO Staff

6.6 Technical and Field Team Members

6.7 University Technical Representative (UTR)

7.0 EQUIPMENT

The list below represents the equipment necessary for the SMO and A3 staff to complete the tasks defined in this procedure.

7.1 A computer

7.2 A compatible printer

8.0 PROCEDURE

Users of this SOP may reference Attachment A for a flowchart of this process. This process is not followed until a readiness review (QP-5.3, Readiness Planning and Reviews) is complete.

8.1 Perform Request Notification

8.1.1 The **requester** shall notify the SMO and A3 by completing and submitting the SMO Analytical Order and Field Paperwork Request spreadsheet per DI-4.11.

8.1.2 The **requester** shall notify the SMO and A3 staff at least two weeks, preferably 30 days, before fieldwork commencement, of the required number and types of samples and types of analyses.

Note: This 14-30 day notification allows the SMO to ensure adequate analytical laboratory capacity for the requested analyses and turnaround times and allows A3 to generate draft sampling paperwork and allows the requester to review the draft sampling paperwork for final printing.

Note: This spreadsheet also documents any special instructions or requests. Contact the A3 staff if questions arise while completing the SMO analytical order and field-paperwork, request spreadsheet.

8.2 Generate Sample Control and Field Documentation

8.2.1 The **A3 staff** shall generate the draft paperwork.

8.2.2 The **SMO staff** shall generate the order templates.

8.2.3 The **requester** shall review and either approves the draft-sampling paperwork for final printing or coordinates with A3 staff to correct problems.

8.2.4 The **SMO staff** shall print the approved paperwork, pull the containers needed, and provide the sampling kits to the requester.

8.2.5 While collecting samples, the field team leader or designee shall complete the null fields in the Sample Control and Field Documentation.

8.2.6 The field team leader or designee shall correct the planned values by filling in the "as collected" spaces based on field observations.

8.2.7 The field team leader or designee shall ensure that sample labels (Attachment B) that provide information regarding the samples are affixed to the sample containers prior to or immediately following the sampling activity.

Note: Each label includes the following information:

- Location: A unique number that allows entry of location information into the ER database.
- Container Code: The type of container assigned to this sample.
- Special Instructions: Special instructions requested of the laboratory.
- Date, Time: Date and time of sample collection.
- Sample ID: Sample identification number and container number for each sample in shipment.
- Analysis: Analytical method requested for type of contaminant for which sample is analyzed.
- Preservative: Type of preservative needed for a particular analysis (e.g., ice, HN03, none).
- Field POC, Initials: Printed name and initials of point of contact.

8.3 Complete Sample Collection Logs

8.3.1 The **field team leader or designee** shall ensure the completion of the Sample Collection Log (Attachment C) and must record all information pertinent to the collection of sample media on this log.

Note: Complete a sample collection log for each sample collected.

8.3.2 The **field team leader or designee** shall ensure that Information is supplied for all fields provided on the Sample Collection Log; if a field

is not applicable to a specific project, write N/A (for "not applicable") in the field.

8.3.3 The **field team leader or designee** shall record additional information, as necessary, on either an attachment to the sample collection log, the Daily Activity Log, or the Field Notebook, as appropriate.

8.3.4 The **field team leader or designee** shall review the sample collection log to ensure its completeness and accuracy.

8.3.5 The **field team leader or designee** shall submit the sample collection log to SMO personnel when the samples are submitted.

Note: Make a photocopy of the log at the SMO for the FTL records, as appropriate.

Note: Sample Collection Log entries include the following fields, for look-up tables go to DI-4.11:

- Sample ID: A unique identification number assigned to each sample. Do not fill in by hand or modify Sample IDs. The sample IDs are unique and not field assigned.
- Date and Time Collected: Date and time of sample collection.
- PRS ID: The PRS associated with this sample.
- Location ID: This unique identifier allows entry of location information into the ER database and ties the exact location with the analytical results.
- Location Type: A general location description based on the sampling-event,planning document and site knowledge. See the Location_Type look-up table for a list of allowed values.
- Top and Bottom Depth: Sample begins and end depths in inches or feet, including unit (e.g., depth of sample in feet, distance on transect in feet).
- Field Matrix: Description of the sample's matrix as perceived by the field person collecting the sample. See the Field_Matrix look-up table for a list of allowed values.
- Eval Class: Formerly referred to as "media code" (based on the sampling event planning document and site knowledge), for the sample collected. See the Eval_Class look-up table for a list of allowed values.

- Sample Tech Code: The technique code for the technique used to collect the sample. See the Sample_Tech_Code look-up table for a list of allowed values.
- Field QC Type: The type of QA/QC sample, if not a regular sample. These include field duplicates and triplicates, field rinsates, field prepared blanks, field splits, collocated, and performance evaluation samples. See the Field_QC_Type look-up table for a list of allowed values.
- Composite Type: If composite samples are collected, identify the type of composite sample. See the Composite_Type look-up table for a list of allowed values.
- Field Prep: The appropriate field preparation method applied, in the field, on the sample collected. See the Field_Prep look-up table for a list of allowed values.
- Sample Usage: The usage of the sample based on the sample event planning document. See the Sample_Usage look-up table for a list of allowed values.
- Water Flowing: If collecting a water sample indicate whether or not the water was flowing at collection time by writing in Yes or No.
- Screen/Port Desc: If collecting a water sample from a well, indicate which screen or port was sampled.
- Sample Description: A description of the sample material collected.
- Field Screening/Measurement Results: The results of field screening conducted on a given sample (for example, photoionization detector or flame ionization detector readings in ppm, field high-explosive testing negative or positive).List both the field screening method and the measurements.
- Sample Location Desc.: General description of sampling location (e.g., borehole HDH-1 by TA-16-03, outfall samples in Mortandad Canyon, etc.).
- Photo ID: Photo information such as roll number, frame number, subject, and participants, include a caption for the photo or a description of the activity depicted.
- Collected By Printed Name, Signature and Date: Printed name and signature of person who collected the sample and the date the sample collection log was completed.

- Reviewed By Printed Name, Signature and Date: Printed name and signature of person who reviewed the sample collection log and the date the review was done.

8.4 Use Field Chain of Custody Forms

8.4.1 The **field team leader or designee** shall ensure use of the Field Chain of Custody forms (Attachment D) to document the integrity of all samples and to maintain a record of sample collection; transfer between personnel; and shipment and receipt by the laboratory.

Note: A unique control number must appear on each Field Chain of Custody. Complete a Field Chain of Custody for each sample collected.

8.4.2 The **field team leader or designee** shall ensure that information is supplied in all blank spaces on the Field Chain of Custody form; if the space is not applicable, enter N/A.

Note: The Field Chain of Custody form contains the following information:

- Event Name: The name assigned to the sampling event during generation of the field sampling paperwork.
- COC ID: A unique number assigned to the individual form.
- Sample ID: A unique identification number assigned to each sample. Do not fill in by hand or modify the Sample IDs. The sample IDs are unique not field assigned.
- Sample Order Matrix: Sample matrix description provided to analytical laboratory.
- ER Team Leader: Focus Area Leader, Team Leader, or designee, as appropriate.
- Field Team Leader: The Field Team Leader responsible for collection of the sample.
- Destination: The SMO or analytical laboratory(s) within the Laboratory where samples are sent.
- Destination POC: The SMO or analytical laboratory contact.
- Container ID: The container number for each container that makes up the sample.
- Order: Analytical method requested for type of contaminant for which sample is analyzed.
- Container Description: Volume and type of container used.

- Preservative: Type of preservation needed for the particular analysis (e.g., ice, HN03, none).
- Collected Y/N: Indicate whether the container was collected by filling in Y or N.
- Reason: Fill in the reason for not collecting a container. This is required if a container is not collected.
- Special Instructions: Additional relevant information pertaining to the samples (e.g., condition on receipt).
- Relinquished By and Date/Time: Printed name and signature of field team member transferring possession of samples to the mobile analytical laboratory(s) or SMO, or to any other authorized person and the date and time the samples are relinquished.
- Received By and Date/Time: Printed name and signature of the individual receiving the samples and the date and time the samples are received.

Note: The individual accepting custody of a sample or set of samples must verify that all containers identified on the Field Chain of Custody Form are contained in the packages(s) requiring acceptance. The signature on the form acknowledges receipt of all the sample containers.

8.4.3 The **field team leader or designee** shall ensure delivery of the samples to the SMO and/or the mobile analytical laboratory(s) and for the completion of the Field Chain of Custody form (i.e., they inspect the forms for completeness and accuracy).

8.5 If Samples are Delivered to the SMO

8.5.1 The **field team leader or designee** shall ensure that all copies of the Field Chain of Custody form accompany the sample(s) on delivery to the SMO.

8.5.2 The **field team leader or designee** shall sign the Field Chain of Custody Form in the “Relinquished By” block; and an individual at the SMO shall sign the form in the “Received By” block; and both shall note the date and time of the transfer (all copies of the form require a signature, unless carbons or no carbon required (NCR) paper are used.)

8.5.3 After an individual at the SMO has acknowledged receipt of samples by signing the form, the **field team leader or designee** shall keep the third or pink copy.

Note: Keep the original (top or white) copy with the samples, and give the second (yellow) copy to SMO personnel for filing.

8.5.4 If samples delivered to the SMO require radiation screening for shipment to the analytical laboratory, the **field team leader or designee** shall submit them to the radiation-screening supplier for this screening; the supplier providing the screening then sends the results to the SMO.

8.5.5 If the samples do not require radiation screening, based on historical knowledge or previous radiation screening done in the sampling area, the **field team leader or designee** shall complete a Radiological Screening Data Release Form (Attachment G).

8.5.6 If the area was previously sampled, and those samples received radiation screening, the **field team leader or designee** shall list the sample numbers previously screened within the reason section of the form.

8.6 If Samples are Delivered to a Mobile Analytical Laboratory

8.6.1 The **field team leader or designee** shall sign the Field Chain of Custody form in the “Relinquished By” block, and an individual at the mobile analytical laboratory signs the form in the “Received By”; both note the date and time of the transfer.

Note: All copies of the Chain of Custody/Request for Analysis form must accompany the sample(s) on delivery to the mobile analytical laboratory. All copies of the form must be signed, unless carbons or NCR paper are used.

8.6.2 After an individual at the mobile analytical laboratory acknowledges receipt of samples by signing the form, the **field team leader or designee** shall keep the third or pink copy.

Note: Keep the original (top or white])copy and the second (yellow) copy with the samples until the analyses are run.. Return the original and second copies to the field team leader or designee when the results and sample waste are picked up. The field team leader or designee forwards the original copy to the Records Processing Facility.

Note: The Chain of Custody/Request for Analysis form signed off by the mobile analytical laboratory(s) is not a completed record because, after screening is completed, the white copy is used again to transfer the samples back to the field team for disposal. The **field team leader or designee** should retain the pink copy from the initial interaction with the mobile analytical laboratory(s) for his/her use only.

8.7 Use Custody Seals

8.7.1 The **field team leader or designee** shall ensure that Custody seals (Attachment E) are used in order to ensure that samples are not tampered with during transport to the SMO or shipment to the analytical laboratories.

Note: The lid of every sample container is sealed with a custody seal. The seal must be in contact with the bottle and the lid. The sample collector Initials and dates each seal .

8.7.2 The **field team leader or designee** shall ensure that the sealed sample containers are delivered to the SMO and/or to the mobile analytical laboratory(s).

8.8 Collect the Samples

Field team members shall follow Standard Operating Procedures (SOPs) for media-specific sample collection; these SOPs may require adherence to special instructions or completing additional forms.

8.9 Complete Sample Control and Field Documentation

The **field team leader or designee** shall ensure the collection of all required field data and completeness of the sample control and field documentation. (If the information is "not applicable" to the project, put N/A as appropriate.)

Note: Do not destroy or discard documents even if they are illegible or contain inaccuracies that require replacement documents. Resolve any inaccuracies upon discovery by crossing through the error with a single line, correcting it on the original document, and initialing and dating the correction. If the correction is not self-explanatory, the individual must assign a number to the correction and attach to the original a sheet that fully describes the correction.

8.10 Complete Field Investigation Summaries

8.10.1 The **field team leader** shall keep field notes that briefly summarize each day's progress.

8.10.2 **Field personnel** use Bound Field Notebooks or Daily Activity Log forms (for use in loose-leaf notebooks), in addition to the sample control and field documentation, to record all pertinent field data; this includes detailed summaries of information pertaining to the field investigation and additional field data (e.g., unusual events such as storms).

Note: If Field Notebooks are used, follow LANL-ER-QP-5.7, Notebook Documentation for Environmental Restoration Technical Activities.

These notebooks are tracked documents; unique identifiers (ER Project Document Catalog Numbers) are assigned to the notebooks.

Note: If Daily Activity Log Forms (Attachment F) are used, paginate each sheet of the Daily Activity Log for each day (e.g., 1 of 4, 2 of 4, etc.). Entries in the Field Notebooks or Daily Activity Log forms include the following:

- Date: Month, day, and year at the start of each day and at the top of each page.
- Time: The time of each activity.
- Technical Area: Two-digit number indicating the TA in which the sampling activities are executed.
- Operable Unit: Four-digit number indicating the OU in which the sampling activities are executed.
- Site Work Plan: If applicable, include the Site Work Plan number.
- Signature: Preparer must sign the entries at the end of each day.
- Comments: Comments may include, but are not limited to
  - a general description of daily activities;
  - deviations from approved plans or procedures;
  - field team members' names;
  - a description of general field conditions encountered;
  - special problems;
  - sketches and calculations pertaining to the job;
  - names and affiliations of all ER Project personnel onsite;
  - supplies and equipment used;
  - when photographs are taken in the field, the time, date, location, roll identification number, frame number, general compass direction, a description of the subject matter, and the photographer's name must be recorded;
  - decontamination practices, such as the time at which decontamination is performed;
  - a description of waste generated as a result of the field investigation; and
  - any additional field observations pertinent to the investigation.

8.11 Submit the Sample Control and Field Documentation

8.11.1 The **field team leader** shall submit the completed Sample Collection Log and the Field Chain of Custody forms with the samples to the SMO.

8.11.2 The **SMO staff** shall submit the Sample Collection Log and the Field Chain of Custody forms to the RPF.

8.11.3 The **field team leader** shall submit to the RPF the completed Field Chain of Custody forms for containers delivered to laboratories other than the SMO and the Daily Activity Log forms or field notebooks.

Note: This is done for indexing and archiving per QP-4.4, Record Transmittal to the Records Processing Facility. Submit the records, preferably within 15 days, after the field project was documented in a field summary report or field operations report.

8.12 Perform Field Closeout

The **field team leader** shall ensure that ER-SOP-01.12, Field Site Closeout Checklist, is followed.

8.13 Perform Lessons Learned

During the performance of work, **ER Project personnel** shall identify, document, and submit lessons learned, as appropriate, in accordance with QP-3.2, Lessons Learned.

9.0 REFERENCES

The following documents are cited within this procedure:

QP-2.2, Personnel Orientation and Training

QP-3.2, Lessons Learned

QP-4.4, Record Transmittal to the Records Processing Facility

QP-5.3, Readiness Planning and Reviews

QP-5.7, Notebook Documentation for Environmental Restoration Technical Activities

ER-SOP-01.12, Field Site Closeout Checklist

10.0 RECORDS

The **field team leader** shall submit the following records (processed in accordance with QP-4.4) to the Records Processing Facility:

10.1 Field Notebooks

10.2 Daily Activity Logs (if used)

10.3 Sample Collection Logs

10.4 Chain of Custody/Request for Analysis Forms

Your **A3 data steward** and the SMO shall ensure that the following records are archived:

10.5 Sampling Paperwork Approval Form

11.0 ATTACHMENTS

Attachment A: Sample Control and Field Documentation Work Process Flow Diagram (1 page)

Attachment B: Sample Labels (1 page)

Attachment C: Sample Collection Log (1 page)

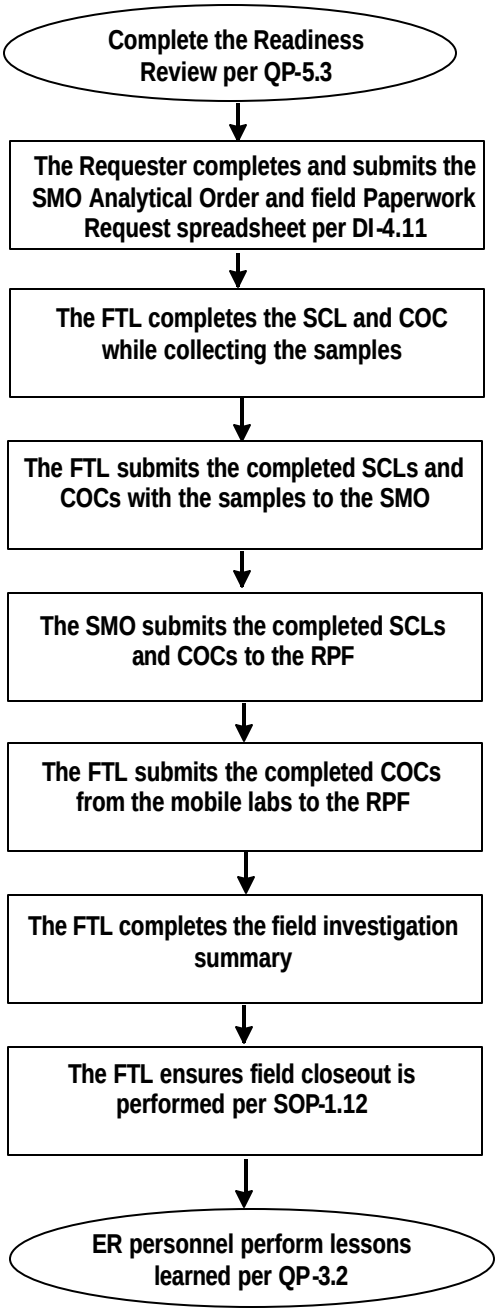
Attachment D: Sample Field Chain of Custody Form (1 page)

Attachment E: Sample Custody Seal (1 page)

Attachment F: Daily Activity Log (1 page) located at http://erinternal.lanl.gov/Quality/user/forms.asp

Attachment G: Radiological Screening Data Release Form (1 page) located at http://erinternal.lanl.gov/Quality/user/forms.asp

Sample Control and Field Documentation Work Process Flow Diagram

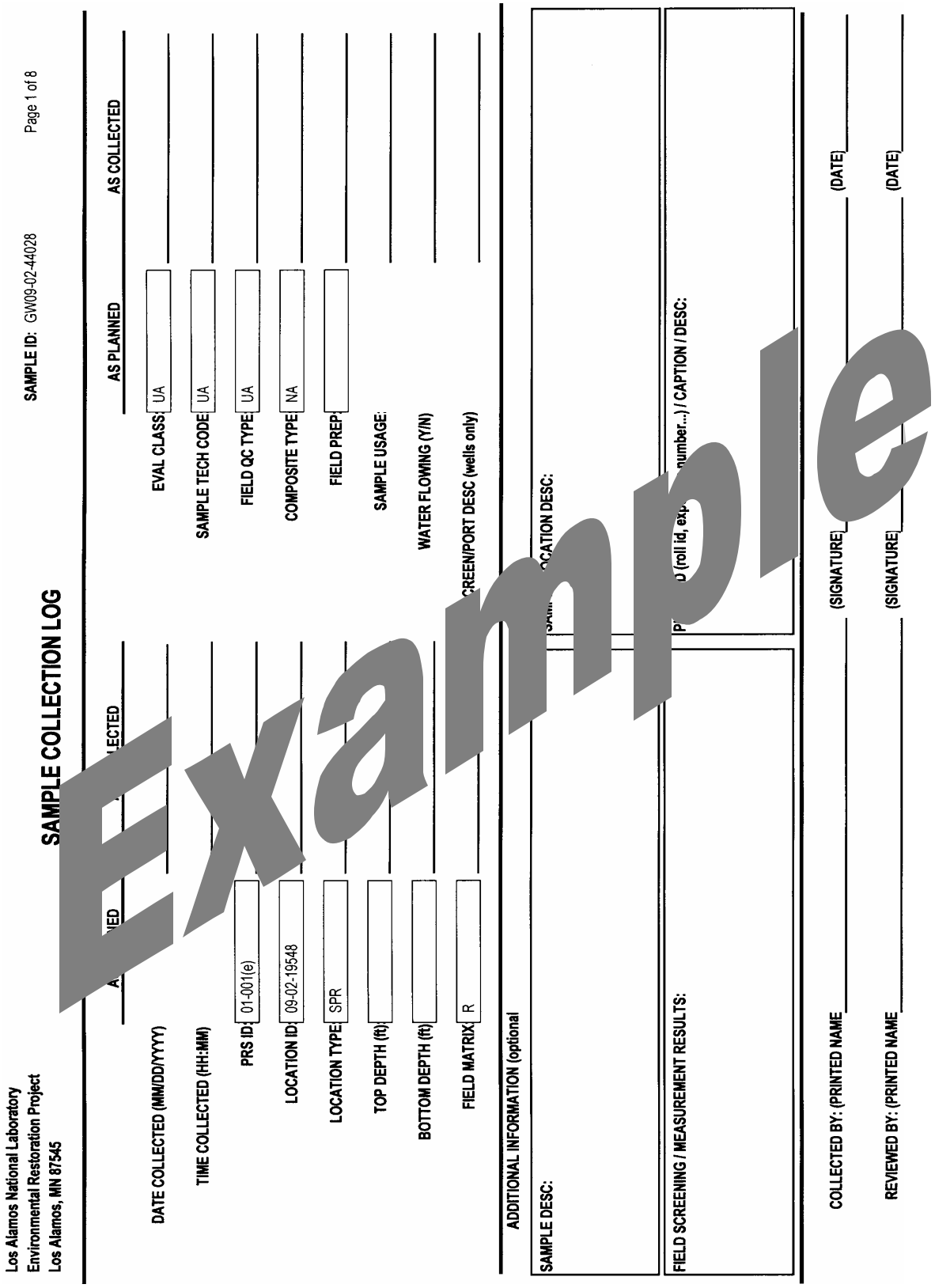


Sample Labels

LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB	
Location: 09-02-19548	**Date:** **Time:**	**Location:** 09-02-19548	**Date:** **Time:**	**Location:** 09-02-19548	**Date:** **Time:**
Container Code: 500 ML AMBER GLASS		**Container Code:** 500 ML AMBER GLASS		**Container Code:** 500 ML AMBER GLASS	
Special Instructions:		**Special Instructions:**		**Special Instructions:**	
GW09-02-44028 1		GW09-02-44028 4		GW09-02-44029 2	
Analysis: EPA:300		**Analysis:** SW-846:7196A		**Analysis:** EPA:365.2	
Preservative: NONE		**Preservative:** NONE		**Preservative:** NONE	
Field POC: Katzman, Danny		**Field POC:** Katzman, Danny		**Field POC:** Katzman, Danny	
Initials:		**Initials:**		**Initials:**	

LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB		LOS [illegible] AL LAB	
Location: 09-02-19548	**Date:** **Time:**	**Location:** 09-02-19548	**Date:** **Time:**	**Location:** [illegible]	**Date:** **Time:**
Container Code: 500 ML AMBER GLASS		**Container Code:** 500 ML AMBER GLASS		**Co** 500 [illegible]BER	
Special Instructions:		**Special Instructions:**		**Sp** [illegible]	
GW09-02-44028 2		GW09-02-44028 [illegible]		GW09-02-44029 3	
Analysis: EPA:365.2		**Anal** [illegible]W-846		**Analysis:** EPA:376.1	
Preservative: NONE		[illegible] NON		**Preservative:** NONE	
Field POC: Katzman, Danny		**Field** [illegible] Katzm [illegible]ny		**Field POC:** Katzman, Danny	
Initials:		**I** [illegible]		**Initials:**	

LO [illegible] LAM[illegible] NAT [illegible] LAB		LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB	
Location 09-02-1954	**D** **Time:**	**Location:** 09-02-19548	**Date:** **Time:**	**Location:** 09-02-19548	**Date:** **Time:**
Container 500 ML AM		**Container Code:** 500 ML AMBER GLASS		**Container Code:** 500 ML AMBER GLASS	
Special I [illegible]ons:		**Special Instructions:**		**Special Instructions:**	
GW09-02-44028 3		GW09-02-44029 1		GW09-02-44029 4	
Analysis: EPA:376.1		**Analysis:** EPA:300		**Analysis:** SW-846:7196A	
Preservative: NONE		**Preservative:** NONE		**Preservative:** NONE	
Field POC: Katzman, Danny		**Field POC:** Katzman, Danny		**Field POC:** Katzman, Danny	
Initials:		**Initials:**		**Initials:**	



Los Alamos National Laboratory
Environmental Restoration Project
Los Alamos, MN 87545

SAMPLE COLLECTION LOG

SAMPLE ID: GW09-02-44028

Page 1 of 8

	AS PLANNED	AS COLLECTED
DATE COLLECTED (MM/DD/YYYY)		
TIME COLLECTED (HH:MM)		
PRS ID: 01-001(e)		
LOCATION ID: 09-02-19548		
LOCATION TYPE: SPR		
TOP DEPTH (ft):		
BOTTOM DEPTH (ft):		
FIELD MATRIX: R		

EVAL CLASS: UA	
SAMPLE TECH CODE: UA	
FIELD QC TYPE: UA	
COMPOSITE TYPE: NA	
FIELD PREP:	
SAMPLE USAGE:	
WATER FLOWING (Y/N)	
SCREEN/PORT DESC (wells only)	

ADDITIONAL INFORMATION (optional

SAMPLE DESC:

LOCATION DESC:

PID (roll id, exp... number...) / CAPTION / DESC:

FIELD SCREENING / MEASUREMENT RESULTS:

COLLECTED BY: (PRINTED NAME) (SIGNATURE) (DATE)

REVIEWED BY: (PRINTED NAME) (SIGNATURE) (DATE)

Sample Field Chain of Custody

Los Alamos National Laborato
Environmental Restoration Proje
Los Alamos, MN 87545

FIELD CHAIN OF CUSTODY

EVENT NAME: Event Field Test
COC ID: 882
Page 1 of 8

SAMPLE ID: GW09-0
SAMPLE ORDER MATRIX: Soil

ER TEAM LEADER:
FIELD TEAM LEADER: Danny Katzman

DESTINATION: SMO
DEST. POC:

ANALYSES REQUESTED

CONT. ID	ORDER	...MER DESC...	PRESERVATIVE	COLLECTED Y / N	REASON	SPECIAL INSTRUCTIONS
1	EPA:300	500 ML	None			
2	EPA:365.2	500 ML AMBER				
3	EPA:376.1	500 ML AMBER GLASS	None			
4	SW-846:7196A	500 ML AMBER GLASS	None			
5	SW-846:9250	500 ML AMBER GLASS				

RELINQUISHED BY (printed name): (signature):	Date/Time:
RECEIVED BY (printed name): (signature):	Date/Time:

Sample Custody Seal

Daily Activity Log

Sheet __ of __

Date: _____

Technical Area: _____ Operable Unit:

Site Work Plan: _____

Signature: _____
(print name and title, then sign)

Comments: _____

ER-SOP-01.04, R4, ICN1	Los Alamos Environmental Restoration Project

RADIOLOGICAL SCREENING DATA RELEASE FORM

The Field Support Facility (FSF) received the following samples (list samples by number) without radiological screening data.

FSF delays shipping of these samples until radiological screening documentation arrives at the FSF.

I understand that it is my responsibility to ensure that this information arrives at the FSF in a timely manner.

If holding times are missed because screening data do not arrive, I will pick up the samples when called to do so.

****

The following samples (list by sample number) do not require radiological screening, for the reason stated.

_____
_____
_____
_____
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Signature _____

Printed name _____

Telephone Number _____ Date _____

ER-SOP-01.04, R4, ICN1	Los Alamos Environmental Restoration Project